

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. 2424 - 19**

Page 1 of 2

**Agency**  
Department of Public Safety and Correctional Services

**Division/Unit**  
Division of Correction

**Item No.**

**Description**

**Retention**

**This schedule supersedes Schedule No. 1406 - 19.**

**MARYLAND CORRECTIONAL ENTERPRISES  
SALES AREA:**

**I. BIDS (REQUESTS FOR QUOTATION) FILES:**

**A. Contents**

- 1. Copies of completed bids
- 2. Backup information
- 3. Signature pages

**B. Continuous Bid Logbooks  
(include control numbers)**

- 1. State of Maryland log
- 2. Out-of-State log

**II. SALES REPRESENTATIVE ACTIVITY REPORTS:**

- A. Monthly Activity Report
- B. Products Discussed
- C. Action Recommendations

Retain two (2) years at facility, then send to State Records Center five (5) years, then destroy.

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Schedule Approved by Department, Agency, or Division Representative.

Date

6/5/09

Signature

*J. Michael Stouffer*

Typed Name

J. Michael Stouffer

Title

Commissioner

Schedule Authorized by State Archivist

Date

31 Jan 09

Signature

*Edward C. [unclear]*

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

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Item No.	Description	Retention
III.	<b>90-DAY REPORT:</b> Items on purchase order with customer name, customer number, purchase order number, and customer order number.	Retain two (2) years at facility, then send to State Records Center five (5) years, then destroy.
IV.	<b>CUSTOMER SERVICE FILES:</b>  A. Customer Order Files – Numerical file of purchase orders and order entry data sheets. B. Pick-Up/Exchange Forms – Control forms used for customer/warehouse/other errors, changes, or repairs. C. List of Customers by Number D. Accounting of Total Dollar Volume Generated by Customer E. Itemized List of Products and Services Bought by Customer F. Total Dollar Amount Generated by Sales Representative Selling to Non-State Agencies	Retain two (2) years at facility, then send to State Records Center five (5) years, then destroy.
V.	<b>SALES STATISTICS (year-to-date):</b> Details last sale date, item description, quantity sold, sales, average sales per month, credit card sales report, and quick ship sales report.	Retain two (2) years at facility, then send to State Records Center five (5) years, then destroy.
VI.	<b>PRISON INDUSTRIES ENHANCEMENT (PIE) PROGRAM:</b>  A. Cost Accounting Center Quarterly Statistical Report B. Employer Contacts C. Inmate Acknowledgement Forms D. Inmate Time Sheets.	Retain seven (7) years at facility, then destroy.